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1957

JUNIOR PROFESSIONAL DEVELOPMENT PROGRAM



APRIL 1957

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE**

Washington 25, D. C.

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PROMOTION OF FOREIGN MARKETS FOR U. S. FARM PRODUCTS

On June 5, 1955, Foreign Agricultural Service celebrated its twenty-fifth anniversary of distinguished service to the American farm community.

During the past few decades, American agricultural activities, interests, and problems have taken on an international aspect. Developments in foreign agricultural production and trade intimately affect the individual and national welfare of farmers, agricultural trade groups, and others in this country. International trade in agricultural products has become increasingly entangled in a complex web of governmental controls and restrictions, requiring Federal assistance to farmers in paving the diplomatic path for expansion of American markets in foreign areas.

It is the mission of Foreign Agricultural Service, as the foreign arm of the Department of Agriculture, to assist farmers in development of foreign outlets for their surplus production, to analyze agricultural conditions and developments abroad that affect American markets and to disseminate trade and trend information to American farmers, and to provide representation, through Agricultural Attaches, in the major agricultural producing and consuming areas of the world.

The programs of Foreign Agricultural Service are unique in the Government, providing daily exposure to challenging problems international in scope, and requiring professionally skilled craftsmen to assure the success and continuity of its vital work.

The Foreign Agricultural Service does not administer overseas technical agricultural assistance programs. These programs are concerned with technical assistance to underdeveloped areas and involve U. S. aid in such projects as conserving soil and forest resources, use and maintenance of agricultural machinery, irrigation and drainage techniques, development of statistical services, crop selection and improvement, the control of plant diseases and pests, and improvement of health and nutrition conditions. Recruitment of applicants for these various kinds of work is the responsibility of the International Cooperation Administration, 811 Vermont Avenue, N. W., Washington 25, D. C.

A SMALL OFFICIAL FAMILY

At the present time, FAS has a total of 700 persons employed at our national headquarters and in foreign countries. There are 500 employees in Washington and 200 employees in the field. In Washington, the Divisions shown on the enclosed FAS Organization Chart are staffed by an average of 25 employees. The attache offices abroad vary from one attache and secretary to an attache, secretary, and two assistant attaches at the larger posts. In each case, necessary local personnel are employed. The professional staff of the organization is made up largely of agricultural economists and agricultural marketing specialists, many of them with national and international professional reputations.

Under these administrative conditions, the agency is able to provide for individual supervision of its employees, for thoughtful orientation to job requirements, and for careful follow-up and evaluation of performance. Few agencies are in a better position to help young professionals achieve their highest potential, and to develop them for assignments of greater responsibility.

Although the size of the official family is small, opportunities for advancement in FAS are exceptionally good for the employee who works hard, is professionally competent, and can get along officially with other people. To illustrate the potential, there are 12 program Division Directors at GS-15 (\$11,610 per annum), and 23 program Branch Chiefs at GS-14 (\$10,320). In the field, the majority of 51 agricultural attache offices can be filled at GS-14, and the posts of major importance are now filled at GS-17 (\$13,975), GS-16 (\$12,900) and GS-15 (\$11,610).

EXECUTIVE DEVELOPMENT PROGRAM

Junior Professional Development Program

The age and service levels of existing professional staff are such that it is essential for FAS to employ and develop promising young agricultural economists who in the years ahead will be able to assume positions of leadership in the organization. Since April 1954, we have employed more than 30 college graduates for career service in our international market development, economic research, and overseas representation activities.

We have provided these men with the broad economic orientation of the agency, its problems, objectives, organization, programs, public relations, and inter-governmental relationships. Under the guidance of senior staff members, appointees have received intensive training in commodity and area economic analysis work. Depending upon the needs of the Service, some men have been assigned abroad after reaching the GS-9 grade level, and others have been assigned to important program specializations in the national office.

It is expected that all professional appointees under the Junior Professional Development Program will be willing to accept rotating domestic and overseas assignments during their career in FAS. Interchange of field and Washington personnel is essential to building a professionally competent organization and public service.

Members of the Junior Professional Development Program have been promoted after one year of service if their work and conduct have been satisfactory. The need for qualified intermediate professional level personnel in FAS substantially increases the promotional prospects of Junior Professional Development Program employees.

Some JPDP members, even at the GS-5 and GS-7 levels, have had research findings published under their own by-line, in FOREIGN AGRICULTURE.

Depending upon training and experience, applicants are appointed at GS-5 (\$3,670 per annum), GS-7 (\$4,525 per annum), and GS-9 (\$5,440 per annum).

Applicants for a GS-5 position file on Examination Announcement 25(Rev.), "Federal Service Entrance Examination," Agricultural Economics Option.

Applicants for a GS-7 position file on Examination Announcement 53B, "Agricultural Economics."

A list of Junior Professional Development Program members is provided in this brochure.

GENERAL QUALIFICATION GUIDE

Agricultural Economist GS-5 thru GS-9

- GS-5. (1) B.S. in agricultural economics, or (2) study leading to a degree in closely allied fields of general economics, business administration, political science, or sociology, including 12 semester hours in purely agricultural economic subjects and 3 hours in statistics. A degree in agronomy, animal husbandry, general agriculture, or vocational agricultural education, for example, is not considered as in an allied field of study for this purpose.
- GS-7. (1) M.S. in agricultural economics, or (2) B.S. in agriculture plus one year of experience in agricultural economic research.
- GS-9. (1) Ph.D. in agricultural economics, (2) M.S. in agricultural economics plus one year of experience in agricultural economic research or (3) B.S. in agricultural economics plus two years of experience in agricultural economic research.

See Examination Announcements Nos. 25(Rev.) and 53B, for detailed requirements.

Student Trainee Program

In the summer of 1956 we initiated a program of pre-entry training, and employed more than 10 Student Trainees, with undergraduate specialization in agricultural economics, at GS-3 (\$3,175 per annum), and GS-4 (\$3,415), for training in the national office. This program offers successful applicants an opportunity to evaluate the prospective employer by firsthand contact with the Service. Under this program, appointees may be promoted to the next-higher trainee grade or to a professional position at GS-5 without further written examination. They are members of the Civil Service Retirement System. Their service in trainee positions counts as time against the one-year probationary requirement.

Foreign Agricultural Service provides Student Trainees with the same broad orientation as we give members of the Junior Professional Development Program.

Each year, until we meet our lower and intermediate professional level staffing requirements, FAS plans to employ 15 to 20 Student Trainees in Washington during the summer. Applicants for these GS-3 and GS-4 positions file on Announcement 84B, "Student Trainee," Agricultural Economics option.

Filing Procedures

Applicants for Civil Service appointments in Foreign Agricultural Service, grades GS-3 through GS-7, should be certain that they show "Foreign Agricultural Service" on their Standard Form 57, "Application for Federal Employment." Otherwise, there may be considerable delay in getting your name and examination papers to FAS. Also, let us know your numerical rating as soon as the Civil Service Commission sends you a Notice of Eligibility on the examination. This will help us in following up on your case.

Civil Service appointments are made through the competitive examination of applicants, and in addition to examining procedures there are numerous regulations which must be followed by the employing agency to protect the interests of the applicant and of the Government. Assuming that you filed for an Agricultural Economist GS-5 position in FAS, we should like to outline briefly the total process involved between filing and reporting for duty. This outline will be helpful in understanding the time required to process an application:

1. You file under Announcement 25(Rev.).
2. You are notified to report for a written examination on a certain day in accordance with a Commission examining schedule.
3. Your examination is rated by a panel of professional Agricultural Economists.
4. Registers are set up, ranking applicants by numerical grade.
5. Your name is referred by the Commission to FAS--this is called the "certification" process.
6. FAS evaluates your qualifications in terms of its specific vacancies, and determines a place of assignment.
7. FAS writes you concerning availability.
8. FAS checks your references by letter. Replies are desired promptly to avoid processing delays.

The first part of the report deals with the general situation of the country and the progress of the work done during the year. It is followed by a detailed account of the work done in each of the various departments of the service.

The second part of the report deals with the work done in each of the various departments of the service. It is followed by a detailed account of the work done in each of the various departments of the service.

The third part of the report deals with the work done in each of the various departments of the service. It is followed by a detailed account of the work done in each of the various departments of the service.

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The fifth part of the report deals with the work done in each of the various departments of the service. It is followed by a detailed account of the work done in each of the various departments of the service.

9. FAS requests you to take a medical examination.
10. FAS makes a final employment offer and fixes a reporting date.

MAJOR AGENCY PROGRAMS

For reasons of good management, it is essential to assign agency functions to specific organizational units. However, the geographically and functionally complex administrative environment of FAS creates maximum conditions of interdependence in achieving the goals of the agency. Teamwork is at a premium in effectively meeting the demands of the public we serve.

Briefly, the major programs of FAS, to which an appointee might be assigned, are described as follows:

Agricultural Attaches. This activity is primarily concerned with managing the representation, economic reporting, and market development activity of agricultural attaches stationed in the principal agricultural producing and consuming countries of the world. The activity also is responsible for coordinating Department participation in international organizations whose actions affect the well-being and economy of the American farm community.

Market Development. The agency plans and carries out programs designed to obtain full and continuing foreign outlets, through normal commercial channels, for the high-level production of American agriculture, with particular emphasis on quality, suitability, and market preference. Research support in the several commodity areas consists of basic studies of foreign production, marketing, consumption, stocks, prices, and policies and of actual and potential competition that American producers may anticipate in world markets.

Special Trade Programs. In addition to being directly responsible for the programming of foreign currency sales of agricultural surpluses, the agency participates in the planning and coordination of various export programs which are the direct responsibility of other agencies, including export controls, financial assistance and relief and other foreign aid programs, export credit, and barter.

Foreign Competition Studies. The Service systematically collects, analyzes, evaluates, and disseminates detailed information on all developments abroad affecting the competitive status of U. S. agricultural products in world markets. Both commodity and area specialists continuously analyze developments not only with respect to competitive production, but also on supplies and requirements, price structures, marketing practices, and delay policies.

CONFIDENTIAL - SECURITY INFORMATION (C/SI)

DATE: 10/10/77 BY: [illegible]

Summary of Findings

On 10/10/77, [illegible] was interviewed. He stated that he had been [illegible] for [illegible] years. He stated that he had been [illegible] for [illegible] years. He stated that he had been [illegible] for [illegible] years.

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Trade Policy Analysis. The Trade Policy Division provides a means for systematic broad analysis and appraisal of the effect of U. S. foreign economic and trade policy on U. S. trade in foreign products. The Division coordinates Department staff work on trade agreement negotiations conducted at the General Agreement on Tariffs and Trade, on financial and monetary discussions held with the International Advisory Council for International Monetary and Financial Problems, and on the economic discussions with other international bodies, such as the International Monetary Fund.

Economic Intelligence. In the Foreign Agricultural Analysis Division are geographic branches which systematically collect and analyze world-wide economic information in the field of agriculture. These branches continuously investigate and appraise the over-all agricultural production of a foreign country, its trade, stocks, prices, commercial trade policies, marketing, and economic policies. The findings of the Division are used in planning international marketing programs, special trade programs, and trade agreement programs.

Import Programs and Controls. The Import Division provides organization for collecting and analyzing data on competitive and noncompetitive agricultural commodities for the special purposes of initiating action to protect domestic agricultural production and marketing programs from excessive imports, and to keep consumers, importers and processors advised of foreign conditions and developments affecting the supplies and prices of essential products not produced in the U. S. The Division administers import controls, including licenses, on designated agricultural commodities.

SOME BENEFITS OF FEDERAL EMPLOYMENT

There are certain major benefits of Federal employment and advantages to FAS employment that you should know about in comparing offers from business and industry, and educational institutions:

1. PAY. Salaries in FAS compare favorably with those paid for similar work among competitive employers.

The pay grades of positions in FAS are determined by the level of duties and responsibilities of the job, and pay rates for each grade are set by Congress. It is important to note on the Salary Card, enclosed, the within-grade steps in each grade. This salary provision will permit a GS-12, for example, to advance each 18 months to the next higher step in the grade.

Employees are paid each two weeks, with a 12-day lag on the first payday. Employees are paid, for example, on March 21, 1957 for service performed during the period February 24 - March 9. If you entered on duty March 7, you would be paid for only two days' work on March 21, but thereafter would receive a full pay check each two weeks.

Upon separation from the Federal Service, your final salary payment will include pay for all uncompensated service performed, so you don't lose on the "lag."

2. HOURS OF WORK. FAS employees have a 40-hour work week, 8 hours a day, Monday through Friday. The office opens for business at 9:00 a.m. and closes at 5:30 p.m. Cafeteria service is available in the building.

3. VACATION AND SICK LEAVE. Vacation leave is earned on a graduated basis. During the first 3 years' service, you earn 13 workdays per year of vacation leave; from 3 to 15 years' service, 20 days; and after 15 years' service, 26 days. For new employees, the limit on accumulation is 30 days, paid up in cash if the employee leaves the service.

Sick leave is earned at the rate of 13 days per year, with no limit on accumulation, but no cash settlement. If after ten or fifteen years' service, you have 130 days of sick leave to your credit, and you become very ill, you would get your full base salary for about six months.

Active military service is creditable in establishing the rate at which you earn vacation leave. For example, with four years' creditable military service, you begin earning vacation leave at the rate of 20 days a year.

4. GROUP LIFE INSURANCE. Life insurance is available at low cost to Department employees, and optional, regardless of any other Government insurance you hold. The amount of this term insurance depends on your base salary. If, for example, your base pay is \$3,670 per annum, you are insured for \$4,000, and when you are promoted to GS-7 at \$4,525, you are automatically insured for \$5,000. The cost to the employee is 25¢ per \$1,000 of insurance, deducted from your biweekly pay check. The policy includes double indemnity for accidental death.

5. GROUP HOSPITALIZATION. FAS participates in the Hospital Service Plan of Group Hospitalization, Incorporated, and the Surgical Service of the Medical Service of the District of Columbia. Individual contracts for both plans are available at a monthly cost of \$2.70, and Family Contracts at a monthly cost of \$6.90.

6. RETIREMENT. The Federal retirement plan, gearing annuity benefits to years of service, basically provides for optional retirement at age 60 with 30 years of service, and includes liberal benefits to widows and children, and a minimum annuity in disability cases. On optional retirement, for example, an employee retiring at age 60, with 30 years of service and an average salary of \$10,000, is eligible for a single-life annuity of \$5,625 per year. This employee could choose to take a reduced annuity of \$5,342 a year and thereby provide his surviving spouse with an annuity of \$2,813 per year.

The following is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the American Library Association for the year 1910-1911.

The Board of Directors of the American Library Association has appointed the following committees for the year 1910-1911:

The Committee on the Library of Congress, consisting of Messrs. [names], has been appointed to study the question of the library of Congress and to report thereon to the Board of Directors at its next meeting.

The Committee on the Library of the University of Chicago, consisting of Messrs. [names], has been appointed to study the question of the library of the University of Chicago and to report thereon to the Board of Directors at its next meeting.

The Committee on the Library of the University of California, consisting of Messrs. [names], has been appointed to study the question of the library of the University of California and to report thereon to the Board of Directors at its next meeting.

The Committee on the Library of the University of Wisconsin, consisting of Messrs. [names], has been appointed to study the question of the library of the University of Wisconsin and to report thereon to the Board of Directors at its next meeting.

The Committee on the Library of the University of Michigan, consisting of Messrs. [names], has been appointed to study the question of the library of the University of Michigan and to report thereon to the Board of Directors at its next meeting.

The Committee on the Library of the University of Illinois, consisting of Messrs. [names], has been appointed to study the question of the library of the University of Illinois and to report thereon to the Board of Directors at its next meeting.

7. INJURY COMPENSATION AND MEDICAL BENEFITS. If you become ill or are injured, and such is determined to have resulted from your employment, you are entitled to salary compensation, free medical attention, and hospitalization. Compensation for loss of salary is payable after a 3-day waiting period, and is based upon two-thirds of your wage rate if you have no dependent and three-fourths of your wage rate if you have a dependent.
8. SPECIAL OVERSEAS BENEFITS. If you are assigned overseas, you earn home leave, in addition to vacation and sick leave, at the rate of one week for each 4 months of service abroad. The Service pays transportation and travel expenses of you and your family to and from the overseas post and in connection with home leave in between tours of duty. Furthermore, depending upon the area of assignment, you may be entitled to quarters and cost of living allowances, and a hardship differential.

Not only are overseas personnel eligible for compensation benefits mentioned in item "7.", but liberal hospitalization and medical treatment benefits are also provided to employees for illness and injuries incurred or aggravated by foreign duty.

Schools at the post are made available for the education of your children; or when these are considered inadequate, allowances are granted to provide for their education elsewhere. Supplementary allowances are also provided, even though schools are available at the post, when expenses so warrant.
9. USDA CREDIT UNION. Department employees have available the facilities of a credit union to encourage savings, and to obtain loans for many purposes at low rates of interest.
10. HONORARY AND CASH AWARDS. FAS participates in the USDA Incentive Awards Program, providing honorary recognition by the Secretary to employees for outstanding achievements in Department programs, and providing liberal cash awards to employees for contributions to the efficiency, economy, and effectiveness of Department operations.
11. EDUCATION FACILITIES. There are organized, formal educational programs in the USDA Graduate School where you can take graduate and undergraduate work, after hours. The USDA Library has the greatest collection of agricultural publications in the world. Also, some members of the Junior Professional Development Program have taken course work at the University of Maryland, George Washington University, Georgetown University, and other local institutions.

12. MILITARY LEAVE. If you are a member of the National Guard or one of the Reserves of the Army or Navy, you are entitled to a maximum of 15 calendar days of military leave each year, without charge to vacation leave, with full pay, to participate in military training and field exercises.
13. INCOME TAX. FAS withholds a portion of your salary each payday as current payment of income tax, credit for amounts withheld to be taken on your income tax return.

OBLIGATIONS

In the Department, as in any other large organization, certain rules and regulations have been established to guide employees in their conduct as public servants. These standards concern such matters as political activity, use of classified security information, outside employment, striking against the Government, membership in subversive organizations.

Any questions concerning the content of this document should be directed to the Personnel Division, Foreign Agricultural Service, Washington 25, D. C.

Enclosures: (1) Organization Chart, FAS
(2) Salary Card
(3) FOREIGN AGRICULTURE

Members of FAS Junior Professional Development Program

I. AGRICULTURAL ATTACHES

<u>Name</u>	<u>School(s)</u>	<u>Current Assignment</u>
1. Alden F. Nickerson	University of Maine Orono, Maine	Asst. Agr. Attache Santiago, Chile
2. Norman J. Pettipaw	University of Mass. Amherst, Mass.	Asst. Agr. Attache Djakarta, Indonesia
3. Alvin E. Gilbert	University of Maine Orono, Maine	Asst. Agr. Attache Ciudad Trujillo, Dominican Republic
4. Winston G. Thorburn	Hampton Institute Hampton, Virginia	Asst. Agr. Attache Paris, France
5. Fred W. Traeger	Montana State College Bozeman, Montana	Asst. Agr. Attache Rio de Janeiro, Brazil
6. Ansel S. Wood	Penn State University, University Park, Pa. University of Michigan, Ann Arbor, Michigan Cornell University, Ithaca, N. Y.	Agricultural Attaches

II. MARKET DEVELOPMENT AND PROGRAMS

7. John J. Brown	Univ. of Maryland College Park, Md.	Tobacco Division
8. Larry F. Thomasson	Va. Polytechnic Inst. Blacksburg, Va.	Grain & Feed Division
9. James T. Tussing	Va. Polytechnic Inst. Blacksburg, Va.	Fruit & Vegetable Div.
10. William L. Scholz	Cornell University Ithaca, N. Y.	Dairy & Poultry Div.
11. Daniel E. Nelson	University of Utah Salt Lake City, Utah Geo. Wash. Univ. Washington, D. C.	Export Projects Branch
12. Richard S. Welton	Univ. of Maryland College Park, Md.	Livestock & Meat Prod- ucts Division

List of Members of the Board of Directors

1900-1901

Name	Address	City
Mr. J. H. Brown	1234 Main St. New York, N.Y.	New York
Mr. W. L. Green	5678 Broadway New York, N.Y.	New York
Mr. R. M. White	9012 Third Ave. New York, N.Y.	New York
Mr. T. K. Black	3456 Fifth St. New York, N.Y.	New York
Mr. S. J. Gray	7890 Madison Ave. New York, N.Y.	New York
Mr. P. Q. Red	1122 West 12th St. New York, N.Y.	New York
Mr. D. E. Blue	4567 Park Ave. New York, N.Y.	New York
Mr. F. G. Yellow	8901 Lexington Ave. New York, N.Y.	New York
Mr. H. I. Purple	2345 Central Ave. New York, N.Y.	New York
Mr. J. K. Green	6789 Riverside Dr. New York, N.Y.	New York
Mr. L. M. White	1012 West 15th St. New York, N.Y.	New York
Mr. N. O. Black	3456 Central Ave. New York, N.Y.	New York
Mr. P. Q. Gray	7890 Madison Ave. New York, N.Y.	New York
Mr. R. S. Red	1122 West 12th St. New York, N.Y.	New York
Mr. T. U. Blue	4567 Park Ave. New York, N.Y.	New York
Mr. V. W. Yellow	8901 Lexington Ave. New York, N.Y.	New York

13.	John L. Blaul	Iowa State College Ames, Iowa	Export Projects Branch
14.	Robert L. Minor	Univ. of Maryland College Park, Md.	Tobacco Division
15.	John E. Ray, Jr.	Univ. of Maryland College Park, Md.	Livestock & Meat Products Division
16.	E. Linwood Tipton	Univ. of Missouri Columbia, Mo.	Dairy & Poultry Div.
17.	Donald J. Novotny	Univ. of Nebraska Lincoln, Nebraska	Grain & Feed Division
18.	Dudley G. Williams	Miss. State College State College, Miss.	Cotton Division
19.	Jimmy D. Minyard	Texas Tech. College Lubbock, Texas	Fats & Oils Division

III. AGRICULTURAL TRADE POLICY AND ANALYSIS

20.	Dale K. Vining	Utah State Agr. College Logan, Utah	International Monetary Branch
21.	Duane H. Rahe	Purdue University Lafayette, Indiana	Trade Statistics Branch
22.	Paul M. Overholtzer	Univ. of Maryland College Park, Md.	Africa & Middle East Analysis Branch
23.	Eugene L. Jaffe	Purdue University Lafayette, Indiana	Foreign Agricultural Analysis Division
24.	William F. Dobbins	Va. Polytechnic Inst. Blacksburg, Virginia	Import Programs Branch
25.	Oldrich Fejfar	University of Maryland College Park, Md.	European Analysis Branch
26.	John S. DeCourcy	Va. Polytechnic Inst. Blacksburg, Va.	Latin America Analy- sis Branch
27.	Cline J. Warren	Agr. & Tech. Col. of N. C. Purdue University	Africa & Middle East Analysis Branch
28.	Victor F. Mullin	Univ. of Maryland College Park, Md.	Sugar & Tropical Products Branch

III. AGRICULTURAL TRADE POLICY AND ANALYSIS (cont.)

29. Ned W. Weaver	Oregon State College Corvallis, Oregon	Trade Statistics Branch
30. Anthony N. Cruik	Univ. of Maryland College Park, Md.	Import Programs Branch
31. Pierre J. Conhagen	Besancon University, France Sorbonne, University of Paris, France University of Kentucky, Lexington, Ky.	Africa & Middle East Analysis Branch
32. Edgar F. Lord	University of Maine Orono, Maine Michigan State College East Lansing, Mich.	Far East Analysis Branch

SAMPLE JOB DESCRIPTION

AGRICULTURAL ECONOMIST GS-5

GRAIN AND FEED DIVISION

Introduction

This position is located in the Grain and Feed Division of the Foreign Agricultural Service. The Grain and Feed Division collects, interprets and disseminates information regarding factors affecting the marketing in foreign countries of U. S. grain and grain products. I perform the following duties in connection with the over-all objective of the Division of developing, expanding and maintaining foreign market outlets for these commodities.

Duties

I perform detailed elementary agricultural economic assignments involving the assembly, analysis, and interpretation of data on (1) production and factors affecting production, (2) trade and factors affecting trade, and (3) market conditions and factors affecting such situations.

(a) Production

I assemble, compile and make a preliminary analysis of data on acreage planted and harvested, yields and weather conditions. I conduct the preliminary analysis of data on price support programs and other incentives offered by foreign countries to their producers to encourage the production of grains.

(b) Trade

I perform research, assemble, and make the preliminary analysis of data on the intricacies of international grain transactions which are many and varied. Assignments, in this regard, require a review of stocks and exportable surpluses of grain exporting countries. I conduct studies and report on the significance of data on grain import requirements of grain deficit countries.

(c) Market Analysis

I assemble and conduct the preliminary analysis of data on production, trade, and other factors affecting demand and consumption of grains in foreign countries. Items considered in connection with these studies include grain marketing facilities and practices, prices, quality differentials, and foreign governmental policies relating to grain trade.

Scope and Effect of Work

I am required to become acquainted with the methods and problems of determining production of grain and grain products in foreign countries and with considerations necessary in determining the meaning or significance of data on exports, imports and factors affecting demand and consumption of such commodities. I make preliminary recommendations and suggestions as to the meaning or significance of the information assembled and studied. I am required to become familiar with the methods and media used by the organization to disseminate useful market information, including results of research, to the U. S. grain trade, millers, brokers, producers and others. Sources of information used in the conduct of my studies consist of agricultural attache reports, foreign trade journals, market news and other media of information.

Supervision and Guidance Received

I work under the immediate supervision and direction of the Branch Chief or an Economist of higher grade. My supervisor furnishes me with specific instructions as to the nature and objective of each assignment. Specific problem areas are discussed with me and I am furnished with general information as to materials needed for studies and any available guidelines. I discuss complex problems arising during the course of my studies with, and receive additional guidance as necessary from, my supervisor. My work is reviewed for accuracy, presentation, completeness, and compliance with basic instructions.

Mental Demands

I am expected to use discretion and judgment in assembling and selecting materials for study, unless such data is specifically designated. Initiative is essential in arranging, summarizing and presenting the results of my findings, when the specific format and other requirements have not been determined previously.

Personal Work Contacts

Personal work contacts are, for the most part, with employees of the Division. Occasionally, contacts are made with employees of other organizations in FAS for the purpose of obtaining publications, reports and other data for use in connection with studies.

SAMPLE JOB DESCRIPTION

AGRICULTURAL ECONOMIST GS-5

FAR EAST ANALYSIS BRANCH

Introduction:

This position is located in the Far East Analysis Branch of the Foreign Agricultural Analysis Division. The incumbent usually performs assigned duties in an office with the company of one or more other professional employees.

Duties:

Serves as a trainee regional specialist performing professional duties relative to the preparation, assembly, analysis, and interpretation of country and regional reports on international conditions and developments in agriculture and related activities. The incumbent will make preliminary evaluation, analysis and interpretation of statistics and economic data on trends in foreign agricultural production, trade, prices, finance, marketing, consumption, development, and governmental policies as they affect U. S. agricultural interests.

The trainee will be assigned to service reports and despatches originating from a number of countries within the region. In this manner he becomes familiar with current affairs and obtains a background knowledge of the countries and region. The incumbent will write reports and service requests for information concerning the assigned countries. The trainee will become familiar with reference material and various sources of information relating to his work.

The trainee serves in a wide range of duties. Some work involves duties which are partly clerical in nature but which serve the purpose of training and acquainting the incumbent with the subject matter. These duties differ from routine functions in that a knowledge and training in agricultural economics and the methods, techniques, and procedures of economic research are necessary in this work. An elementary knowledge of statistics is also necessary in order to prepare graphs, charts, and tabulations of data. On the other hand, the duties of the trainee may concern very responsible analysis and interpretation of subject matter, which, by its very nature, may involve original research.

Scope and Effect of Work:

The incumbent's studies, reports and recommendations, when approved by a higher grade professional, may sometimes provide the basis for policy decisions. Analysis is performed not only for the Foreign Agricultural

Service but also for other organizations of the United States Government. The effect, therefore, of the trainee's work may be widespread and far-reaching. If published, the incumbent's work may serve to influence opinion and extend knowledge concerning the agriculture and related activities of foreign countries.

Supervision and Guidance Received:

The trainee will work under the general supervision of the Branch Chief and sometimes under the immediate supervision of a lower grade professional employee. The incumbent's supervisor will outline the nature and scope of the work and the objective to be achieved. He explains methods, procedures, and techniques that may be used. Procedures established in previous similar or related studies also serve as guides in the performance of research. Work is reviewed from time to time for consistency, accuracy and completeness.

Mental Demands:

The position requires an exercise of some discretion and judgment in selecting materials and data in the assembly and organization of research material, and in the presentation of results and conclusions. Initiative and originality are necessary in this work in order to reduce the need for continuous supervision.

Personal Work Contacts:

Personal relationships usually involve working with associates or assisting a higher grade agricultural economist in a research project. It may also include cooperating with or supervising the work of statistical or clerical personnel processing information or statistical data. The incumbent should possess the ability to deal effectively with others in furnishing or securing information, documents or other material necessary to the accomplishment of his assigned duties. In this connection he may deal with personnel of the Foreign Agricultural Service, or other Government agencies, with the public, or occasionally with foreign nationals.



